

Internal Posting
STATE OF MONTANA JOB VACANCY
Montana State Prison
Internal/External
December 29, 2008

Job Title:	Correctional Officer Supervisor (Lieutenant)	Band/Salary:	5 / \$18.53-\$20.59
Position Number:	22552	Status:	Permanent/Full-time
Class Code:	331115	Supplement:	Yes
Division:	Montana State Prison	Bargaining Unit:	None
Location:	Deer Lodge, MT	Shift/Days Off:	To be determined

To Apply: Submit a State of Montana Employment Application to Montana State Prison, Human Resource Office, 600 Conley Lake Road, Deer Lodge, MT 59722. Applications must be received by **Friday, January 16, 2009**.

This position has been targeted on Montana State Prison's Affirmative Action Plan. Women and minorities are encouraged to apply.

Typical Duties: Communicates and interprets departmental policies, institutional procedures, prison regulations and special orders; controls movement of visitors and others; prepares reports, maintains records and shift logs; in absence of Captain assumes authority over all departments and staff members in the event of an emergency situation; implements institutional and departmental policies and procedures; assists Security Supervisors and Unit Managers in maintaining security; coordinates daily with other department heads regarding security policies and procedures; assists personnel to ensure safety of inmates and staff; performs disciplinary counseling; provides due process to inmates; responds to and processes Inmate Emergency Grievances; assists Captain in preparation of weekly and monthly overtime justification reports; monitors overtime expenditures; assumes authority over entire institution in absence of Associate Wardens, Security Major and/or Captain; promotes cooperation with other staff; authorizes usage of motor vehicles; performs inspections of entire facility; performs security audits of the prison's external and internal security systems; assists Captain to ensure adequate security staff are maintained; coordinates with other state, county and local law enforcement agencies in conducting investigations, apprehending escapees and providing transportation for court cases; monitors daily security problems and incidents; promotes staff and inmate safety; supervises single man posts; ensures subordinates are familiar with post orders, completes performance evaluations and conducts appraisal interviews; participates in interview process; maintains time sheets and approves leave requests; provides on-the-job training to officers; counsels, evaluates and disciplines subordinates; represents the institution in fact finding due process hearings; assists personnel in maintaining and enforcing disciplinary, safety, security and custodial measures for controlling inmates; assumes responsibility as Duty Officer on rotating basis; authorizes call-out of Disturbance Control Team; assesses magnitude of incidents; assembles and assumes command within the Incident Command Center in case of a serious incident; authorizes use of chemical agents, specialized restraints and use of force.

Qualifications: Working knowledge of modern prison security principles, practices, policies, equipment, programs, methods and correctional conflict resolution techniques is required to perform advanced technical assignments in maintaining prison security. Working knowledge of Direct Supervision Model. Requires proficiency in the use of the Criminal Justice Information Network (NCIC) plus an understanding of the R-Base program used to schedule Correctional Officers and the operation of the ACIS program. Requires skill in use of personal computer, modern correctional and security equipment and firearms; skill in de-escalating volatile situations; highly skilled in interacting with inmates in a professional, effective manner; interpersonal skills necessary to supervise staff and coordinate the delivery of services to the inmate population. Must have the ability to coordinate and supervise security functions throughout the facility; communicate effectively orally and in writing; act with initiative, exercise good judgment, and model good management techniques; follow written and oral instructions explicitly and perform accurate and thorough work; maintain effective working relationships with employees, inmates, the public, the press, and other agencies; analyze, assemble and compile information for reports, audits and investigations; to resolve disputes effectively between staff and inmates and among employees; select, train, supervise and evaluate staff; detect and deal with institutional problems. Taser and O.C. certifications are desired, as well as POST certification at the supervisor level.

Education & Experience: The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to an Associates Degree in Criminal Justice, Corrections or related field plus four years of correctional experience in a uniformed security position (correctional officer, Sergeant, etc.), and one year as a Command Post Staff Sergeant at MSP or two years as a Correctional Sergeant at

MSP.

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Compensation: This position is classified as a band 5 on the state's broadband pay matrix. The current hourly entry salary is \$18.72. Full-time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employees' Retirement System or Game Wardens' & Peace Officers' Retirement System, 15 working days annual leave, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay per year.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Personnel Office at (406)846-1320.

Montana Compliance with Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include an evaluation of the Montana State Application form; a structured interview; a performance test; reference checks and a background investigation. **Application materials required are: Signed and completed State Application for Employment, (PD-25,Rev 1-04), DOC Training Record, Supplemental Essay.**

A panel of job experts will review the application materials. Applicants will be notified of further selection procedures. If the hiring authority deems the number of applicants is insufficient to obtain the most qualified individual, the position will be reposted. A behavioral interview may be conducted as part of the screening process. A score of 70% must be attained on any scored instrument for applicant to be considered for employment. If there are no qualified applicants for the position or a passing score is not met, a Training Assignment may be considered based on individual qualifications.

Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

All promoted employees will be subject to a six-month trial period. The latest performance evaluation, of all internal applicants, will be reviewed and may be used to exclude an applicant from consideration.

This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Late, incomplete or unsigned applications will be rejected as incomplete and will not be considered.

CORRECTIONAL LIEUTENANT SUPPLEMENTAL QUESTION

What are your major responsibilities as a manager with regard to this position? How would you use your positional influence to ensure those responsibilities are carried out?

(Answer the above in an essay of at least 500 words. Answers will be evaluated on neatness, content, grammar, punctuation and spelling.)